



Dear Student,

Congratulations on your assignment to complete your field experience in the Tempe Elementary School District #3 (TESD). It will be an exciting and challenging semester.

TESD has put into place new procedures for tracking, verifying and legally identifying Interns and Residents. ASU students placed in the Tempe Elementary School District **MUST** do the following before starting the internship:

- Submit a copy of the DPS Fingerprint Clearance Card to the district Human Resources office (see address below), along with the Fingerprint Clearance Verification form. This is required for every semester you are placed in the Tempe Elementary School District.
- Be sure a copy of your DPS Fingerprint Clearance Card is in your ID Badge holder.

Your placement is not declared “**official**” by the district office until you completed the steps above. If the status of your DPS card changes due to an arrest or other infraction, it is your professional responsibility to notify the District Office.

Here is the address:

- Mail to:
Tempe Elementary School District #3
3205 S. Rural Road
Tempe, AZ 85282
- Email: nidia.lias@tempeschools.org
- Questions?
Contact Tempe Elementary HR at 480-730-7108

Sincerely,

Office of Professional Experiences
Mary Lou Fulton Teachers College

10/8/19